Community workshop invitation

Event invitation with booking terms. English source and Spanish translation.

Language
Spanish (Español), es-MX, Mexico

Source
English, 163 words

Audience
Adults in a Mexican town or city who might join a neighbourhood workshop and who read the invitation on a phone or a printed flyer.

Tone
Warm and direct, addressing the reader as tú, with the everyday vocabulary of a Mexican community centre.

English	Spanish
Invitation	
Evening workshops at Wrenlow Community Studio	**Talleres vespertinos en Wrenlow Community Studio**
Wrenlow Community Studio invites you to learn a practical skill with your neighbours. This month, you can choose bookbinding, printmaking or basket weaving. You do not need any experience. Context: Opening paragraph. The three workshops are crafts: binding books by hand, making prints by hand, and weaving baskets.	Wrenlow Community Studio te invita a aprender una habilidad práctica con tus vecinos. Este mes puedes elegir encuadernación, grabado o cestería. No necesitas experiencia.
Booking	
Reserve your place	**Reserva tu lugar**
Choose a workshop and reserve your place. You will receive a confirmation by email. Each workshop has 12 places. Context: The confirmation is sent automatically after the reader reserves. A place is one seat in a workshop.	Elige un taller, reserva tu lugar y recibirás una confirmación por correo electrónico. Cada taller tiene cupo para 12 personas.
On the day	
On the day	**El día del taller**

English	Spanish
Each workshop starts at 6:30 pm and ends at 8:30 pm. Please arrive 10 minutes before the start so that we can help you settle in. All materials are included in the workshop fee, so you do not need to bring anything. Context: Times are local evening times: 18:30 to 20:30. Use the time format your readers expect. "Settle in" means find a seat, put your things down and get ready to start.	Cada taller empieza a las 6:30 p. m. y termina a las 8:30 p. m. Por favor, llega 10 minutos antes del inicio para que podamos ayudarte a acomodarte. Todos los materiales están incluidos en la cuota del taller, así que no necesitas traer nada.
Access	
Access Context: Heading for accessibility information.	**Accesibilidad**
If you need step-free access or another adjustment, contact our team before you reserve your place. Send an email to access@wrenlowstudio.example or call 01632 960155. Context: Step-free access means a route into and around the building with no steps. An adjustment is any change the studio can make for a disabled visitor. Do not change the email address or the phone number.	Si necesitas acceso sin escalones u otro ajuste, comunícate con nuestro equipo antes de reservar tu lugar. Escribe a access@wrenlowstudio.example o llama al 01632 960155.
Cancellation	
Cancellations and refunds	**Cancelaciones y reembolsos**
You can cancel up to 48 hours before the workshop starts and receive a full refund. If you cancel less than 48 hours before the workshop starts, we cannot refund the fee. Context: The deadline is exactly 48 hours before the start time of the workshop. The fee is the workshop fee from the earlier paragraph.	Puedes cancelar hasta 48 horas antes de que empiece el taller y recibir un reembolso completo. Si cancelas con menos de 48 horas de anticipación, no podemos reembolsarte la cuota.

Review. Second editorial pass against the Microsoft Spanish (Mexico) style guide and the Diccionario del Español de México: checked times, numbers, the 48-hour condition and contact details against the source, the tú form throughout, and Mexican usage. No native-speaker review.

Glossary

English	Spanish	Note
workshop	taller	The standard Mexican word for a practical course.
reserve your place	reserva tu lugar	Mexico says lugar here. Spain would say plaza.
12 places	cupo para 12 personas	Cupo is the usual Mexican word for the capacity of a class or venue.
confirmation	confirmación	
email	correo electrónico	
workshop fee	cuota del taller	The same word is used in the refund sentence.
step-free access	acceso sin escalones	
adjustment	ajuste	Matches the Mexican legal phrase ajustes razonables.
full refund	reembolso completo	
bookbinding, printmaking, basket weaving	encuadernación, grabado, cestería	

Translation decisions

Tú, not usted
The invitation speaks to the reader as tú, which is how Mexican cultural centres and community workshops usually address the public. Usted is more distant and formal. A programme aimed mainly at older adults could reasonably choose usted instead.

12-hour clock
The times are written 6:30 p. m. and 8:30 p. m., the everyday format in Mexico, with the abbreviation spaced as the Spanish language academies write it. The 24-hour form 18:30 is also correct but is less usual on a public invitation.

Lugar and cupo for places
Reserve your place is Reserva tu lugar, and 12 places becomes cupo para 12 personas, the wording Mexican venues use for capacity. A literal 12 lugares is understandable but reads less naturally.